

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-8-075

CLASSIFICATION TITLE Supervising Transportation Engineer	OFFICE/BRANCH Program Delivery/Engineering & Construction /Construction	LOCATION Fresno
WORKING TITLE Design and Construction Manager	POSITION NUMBER 311-001-3155-026	EFFECTIVE 11/1/17

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority's (Authority) Principal Transportation Engineer (Director of Design and Construction), the Supervising Transportation Engineer is responsible for the Construction Package 2 and 3 (CP 2 and 3) megaproject, including construction oversight to guarantee a quality facility is designed within the project's cost, scope and schedule. The incumbent directs an oversight team and serves as the main point of contact with the Project and Construction consultant and the Program Management Team on construction related matters in order to complete design and construction of the CP 2-3 design/build contract in accordance with all contract requirements, State laws & regulations, and the Authority's Project & Construction Management Manual.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 35% (E)
 - Implements and administers the Authority's CP 2 and 3 megaproject. As necessary, assures the development and allocation of proper resources to execute corresponding contracts and agreements in a timely manner. In conjunction with other Authority managers and State agencies, evaluates the performance of all consultant activities that are engaged in support of CP 2 and 3.
- 30% (E)
 - Investigates CP 2 and 3 construction issues to ensure an efficient product is built for the purposes of public safety and effective State expenditures and that only work completed in accordance with contract requirements is paid for. Exercises problem solving methods in the best interest of the Authority and in conformance with applicable laws.
- 20% (E)
 - Works cooperatively with the Authority's external customers, such as cities, counties and regional transportation agencies on politically sensitive problems and interagency and public relations work. Analyzes all types of business related situations and

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- adopts an effective course of action within legal operational constraints.
- 15% (E)
- Evaluates compliance of program goals, CP 2 and 3 specifications, scope and product quality. Assists the Director of Design and Construction in organizing and directing the work of Senior Transportation Engineers and other staff. Represents the Authority at meetings and prepares correspondence and reports as needed to communicate project status and issues to senior management.

KNOWLEDGE AND ABILITIES:

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Authority's Equal Employment Opportunity (EEO) and labor relations objectives; a manager's role in safety, EEO and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering and construction program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Authority's safety, EEO and labor relations objectives.

DESIRABLE QUALIFICATIONS:

- Experience on design/build contracts
- Experience on large infrastructure construction contracts, including extensive utility relocations.
- Experience in change order dispute analysis and resolution
- Experience in review and analysis of schedule delays

SUPERVISION EXERCISED OVER OTHERS:

The incumbent will supervise engineering classifications that include Senior Transportation Engineers and Transportation Engineers (Civil).

PUBLIC AND INTERNAL CONTACTS:

The incumbent represents the Authority when participating in meetings and working with Federal, State, region and local agencies, contractors, the public, concerning the scope and content of the statewide transportation project. In addition, the incumbent speaks in public, on high-speed rail matters and establishes and maintains good working relationships internally and externally.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for making major decisions inherent to planning, organizing, directing and controlling the implementation and administration of construction contracts in a timely and cost-effective manner. The delivery of the Authority's project is dependent on time tables, which reflect the ability of others in various functional areas to schedule and complete contract implementation requirements in accordance with Federal and State mandates. Failure to schedule and program contract-related activities adequately would result in missed deadlines and subsequent non-delivery of the high-speed rail project in the time and manner prescribed by the appropriate federal and state control agencies and result in a loss of funding. Failure to handle implementation and administration problems properly as they arise could result in unnecessary payments of large penalty charges to contractors. Improper management of resources and lack of quality assurance would result in loss of outside funds and poor public acceptance.

SPECIAL REQUIREMENT

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems.

WORK ENVIRONMENT:

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable

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accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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